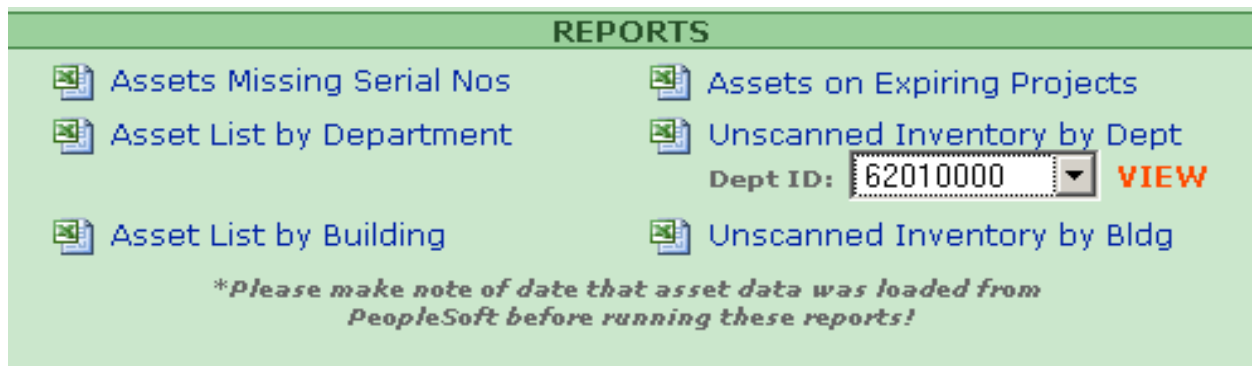


# [Report – Unscanned Inventory by Dept in myAssets]

Use this instruction guide to learn how to keep get a report of your departmental unscanned assets in myAssets to use in completing inventory. Only Property Custodians, Alternate Custodians, Contacts or Alternate Contacts for your department may use UF's new online property management system, **myAssets**, at <https://myassets.fa.ufl.edu>

Instead of Property sending out Unscanned Inventory listings for those departments who did not have access to run their own reports, you will now be able to view listings on your own. For those departments who did run their own reports, you will no longer have to use myUFL to run an unscanned property listing. Simply obtain this listing from myAssets. It is each department's Property Contact's responsibility to locate these unscanned items and make arrangements with Property to have these items scanned. Exceptions to this are IFAS and STAR departments who scan their own property.

- ▶ Log on to <https://myassets.fa.ufl.edu> using your Gator Link username and password
- ▶ In the Dept Asset Administration menu, in the Reports section, click the Unscanned Inventory by Dept Report link
  - ▶ A dropdown appears displaying Dept ID and all Dept IDs for which you are responsible
    - Select one or more of the Dept IDs for the report, or select "All Dept IDs"
    - Click the VIEW link next to it to obtain your report
    - Make sure to Save instead of Open to draw the complete report



- ▶ The report will list all the items left to scan for the selected Dept IDs
  - ▶ If the report displays no items, then there are none left to scan for the selected Dept IDs

DEPT	PROGRAM	DECAL	DESCRIP	SERIAL	MODEL	ACQ DATE	COST	OFFSITE	LOCATION
62010000	6100	4910AA136726	NETSERVER, LH PLUS 5/166 W/14"	SG62501264 7WN800		19-Nov-96	5073.5	N	0157 - STADIUM, BEN HI
62010000	6100	4910AA137135	NETWORK, FIBER OPTIC	NONE		12-Dec-96	5539	N	0157 - STADIUM, BEN HI
62010000	6100	4910AA147494	COMPUTER, DELL P5MMX233/GN/M+	FC8YY		22-Jul-98	1984	N	0157 - STADIUM, BEN HI

- ▶ All reports contain the Dept ID, Program, Decal number, Description, Serial Number, Model, Acquisition Date, Cost, Fund, Project, Location and Inventory Date
  - ▶ For further assistance contact the University Asset Management Office at (352) 392-2556.